

Personnel 16

Federal Safety Council  
Department of Labor  
Washington, D. C. 20210

Gentlemen:

Analyses of injuries incurred by employees of the Central Intelligence Agency during the quarter ending 30 September 1969 reveal a disabling injury frequency rate of 1.06.

This information is furnished in compliance with Title 29, CFR, Chapter XIII as amended by Part 1510 entitled, "Safety and Health Provisions for Federal Agencies."

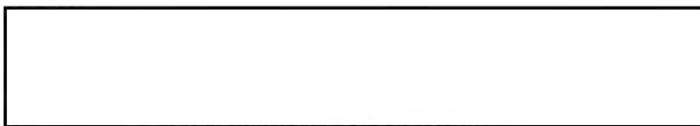
Sincerely,

John W. Coffey  
Assistant Deputy Director  
for Support

SUBJECT: Reporting of Federal Work Injuries

ORIGINATOR:

STAT




Howard J. Osborn  
Director of Security

10 NOV 1969

Date

Distribution:

Orig & 1 - Addressee

2 - ADD/S 

1 - D/Sec

SECRET

F I L E

*Personnel 16*

DD/S 69-4847

24 OCT 1969

The Honorable George P. Shultz  
The Secretary of Labor  
Washington, D. C. 20210

Attention: Federal Safety Council

Dear Mr. Secretary:

In accordance with your memorandum of 22 August 1969, I am transmitting a supplemental report of the Central Intelligence Agency's safety program. This report was prepared in consonance with the guidelines furnished by the Federal Safety Council.

I wish to assure you of our continuing efforts to provide safe and healthful work conditions for all employees.

Sincerely,

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Enclosure

O/S:9 Oct 69

Rewritten:SOS-DD/S:MDM:bkf/ [ ] 15 Oct 69)

Rewritten:EO-DD/S:VRT:bkf/ [ ] 4 Oct 69)

Distribution:

Orig & 1 - Adse w/enc

1 - ER w/enc & w/cy of basic (DD/S 69-3977)

1 - D/Sec w/orig & 2 of DD/S 69-4615 & w/orig & 5 of DD/S 69-4616 (OS

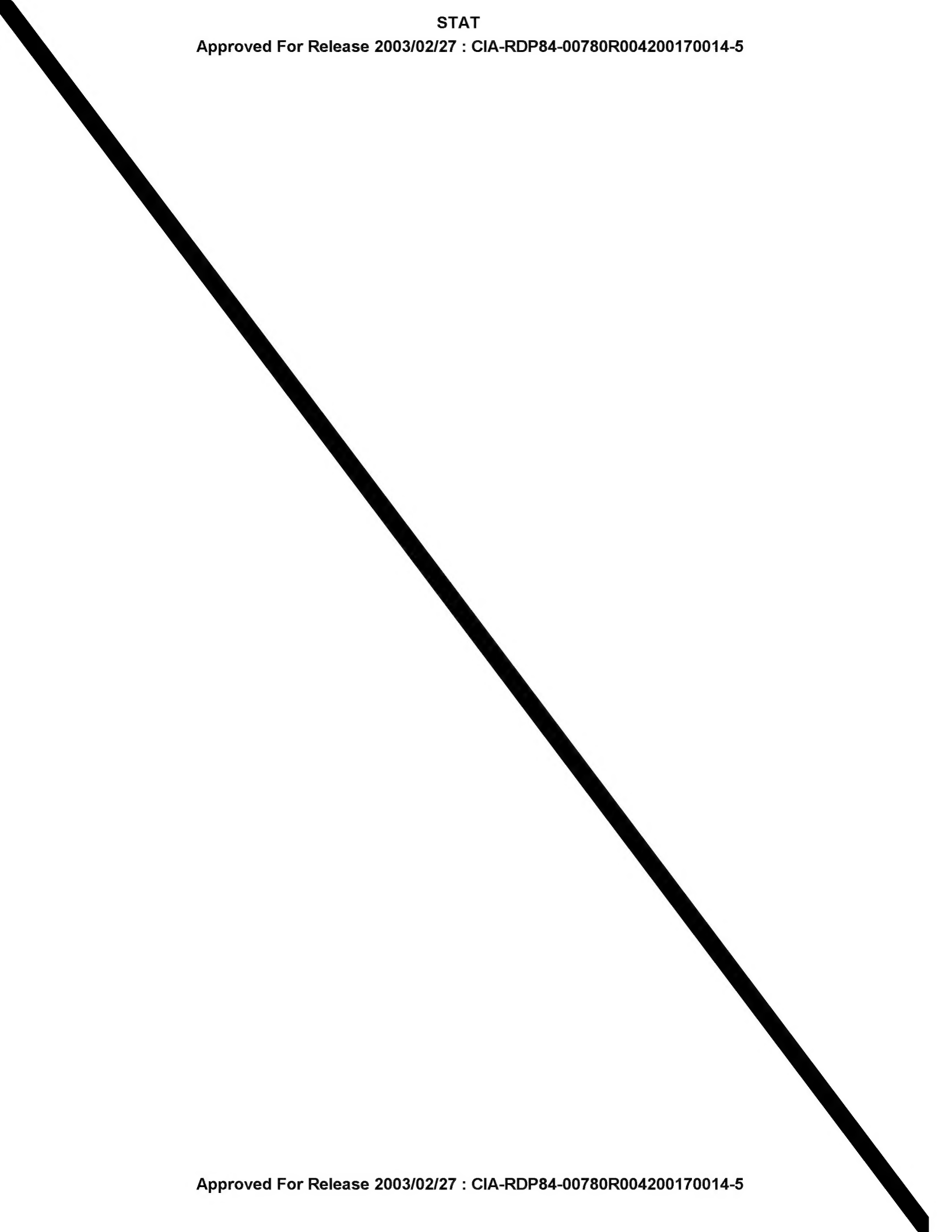
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1 - DD/S Chrono

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Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5



Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5

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UNCLASSIFIED CONFIDENTIAL SECRET

# OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E-12 Hqs.	10/23	LKW/bip
2	Deputy Director of Central Intelligence		
3	Director of Central Intelligence		
4	DD/S		
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

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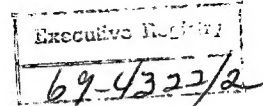
FROM: NAME, ADDRESS AND PHONE NO.

DATE

Deputy Director for Support 7D-26 Hqs.

STAT

23 OCT 1969



MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Supplemental Report - CIA Safety Program

1. Paragraph 3 of this memorandum suggests action on your part.
2. In a memorandum dated 22 August 1969 the Secretary of Labor advised that the President had requested him to submit a supplemental report of actions taken by agencies to ensure the success of their safety programs. Guidelines for the supplemental report were furnished by the Federal Safety Council, Department of Labor.
3. The attached proposed reply, with enclosure prepared by the Office of Security, has been drafted for your signature.

STAT



R. L. Bannerman  
Deputy Director  
for Support

Att

TO DLS

*Since we've already missed our  
deadline by 13 days (I wonder why)  
why don't you just sign the  
transmittal letter and get it  
on its way.*

STAT





**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON, D. C. 20505

**OFFICE OF THE DIRECTOR**

The Honorable George P. Shultz  
The Secretary of Labor  
Washington, D. C. 20210

Attention: Federal Safety Council

Dear Mr. Secretary:

In accordance with your memorandum of 22 August 1969, I am transmitting a supplemental report of the Central Intelligence Agency's safety program. This report was prepared in consonance with the guidelines furnished by the Federal Safety Council.

I wish to assure you of our continuing efforts to provide safe and healthful work conditions for all employees.

Sincerely,

Richard Helms  
Director

Enclosure



STAT

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5

DD/S 69-4615

23 OCT 1969

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Supplemental Report - CIA Safety Program

1. Paragraph 3 of this memorandum suggests action on your part.
2. In a memorandum dated 22 August 1969 the Secretary of Labor advised that the President had requested him to submit a supplemental report of actions taken by agencies to ensure the success of their safety programs. Guidelines for the supplemental report were furnished by the Federal Safety Council, Department of Labor.
3. The attached proposed reply, with enclosure prepared by the Office of Security, has been drafted for your signature.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Att

Orig: prepared by O/S  
Rewritten: ADD/S:JWC:es (22 Oct 69)  
Distribution:

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- 1 - DDCI
- 1 - ER
- 1 - D/Sec
- 1 - DD/S Subject
- 1 - DD/S Chrono

DD/S 69-4616

The Honorable George P. Shultz  
The Secretary of Labor  
Washington, D. C. 20210

Attention: Federal Safety Council

Dear Mr. Secretary:

In accordance with your memorandum of 22 August 1969,  
I am transmitting a supplemental report of the Central Intelligence  
Agency's safety program. This report was prepared in consonance  
with the guidelines furnished by the Federal Safety Council.

I wish to assure you of our continuing efforts to provide  
safe and healthful work conditions for all employees.

Sincerely,

Richard Helms  
Director

Enclosure

Originator: /s/ on orig "Howard J. Osborn"

Howard J. Osborn  
Director of Security  
SIGNED R. L. Bannerman

9 Oct 1969  
Date

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

23 OCT 1969  
Date

O/S:9 Oct 69

Rewritten:SOS-DD/S:MDM:bkf ☐ (15 Oct 69)

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1 - Signing Official w/enc

1 - ER w/enc + w/cy of base (DD/S 69-3972)

(2) DD/S w/enc

1 - D/Sec (w/orig + 2 of DD/S 69-4615 and w/orig + 5 of DD/S 6976 (4th version))

## SUPPLEMENTAL REPORT

### SAFETY PROGRAM CENTRAL INTELLIGENCE AGENCY 1969

#### I. SAFETY ADMINISTRATION

Basic responsibility for the CIA safety program is assigned to the Director of Security who is assisted by the CIA Safety Committee, which has designated a full-time Agency Safety Officer to develop and conduct the overall program. The Director of Medical Services in exercising his occupational health program responsibilities provides advice and assistance on the medical aspects of the safety program. Safety program responsibility and procedures are laid down in Agency regulations. The basic regulatory documentation is under revision to make more current guidance and responsible assignments. Similarly, the Agency's handbook is under revision to include additional instructive information. A general problem which is applicable to all elements is the competition of the safety program with all other Agency programs in these years of limited personnel and funds.

#### II. SAFETY TRAINING

Specific training is provided internally in building evacuation and fire drill procedures, basic and advanced first aid (primarily for technical personnel), fire fighting, the use of oxygen equipment and the operation of resuscitators and masks, and general safety on the job. Additionally, driver training is provided through the District of Columbia government, and designated safety personnel attend specialized courses offered by the National Safety Council and the Federal Fire Council. We will continue to emphasize the importance of training and indoctrination on as wide a scale as possible. Special attention will be given to the mandatory attendance of professional safety officers at specialized courses and for expanded training for non-professionals who are designated as component safety officers in addition to other duties.

#### III. SAFETY PROMOTION AND EDUCATION

Safety and accident prevention are advertised extensively through bulletin board displays and distribution of literature to individual employees

and components. Additionally, articles tailored to Agency accident patterns are printed in internal publications. We hope to expand our safety selling program by increasing the number of bulletin board displays and the number of safety bulletins as well as to extend the amount of safety literature which is distributed to Agency employees.

#### IV. SAFETY RESEARCH AND ENGINEERING

All plans for alterations and renovations, repairs and new construction are reviewed by the Safety Staff to ensure compliance with National Fire Codes and other applicable safety codes. Construction contracts include accident clauses to provide protective personnel safety controls. Contractors are briefed on Agency safety requirements and are required to adhere to Agency/Government-wide standards and regulations.

Velometers, noise level meters, light meters, Geiger counters, air samplers, combustible gas and vapor detectors and electrical testing meters are utilized in areas where hazards are believed to exist. In addition, all newly installed fire alarm systems (CO<sub>2</sub>, sprinkler, heat and smoke detectors and manual alarms) are tested.

Further effort will be devoted to ensuring that safety considerations are satisfied in plant and equipment purchases, installations and operation.

#### V. ACCIDENT INVESTIGATION, ANALYSIS, REPORTING AND RECORDING

Agency regulations prescribe investigations of all accidents, including fires, by designated area safety officers who utilize Agency-designed forms for their detailed reports. The Agency Safety Staff reviews and analyzes all reports and identifies corrective action as appropriate. Pertinent information is extracted from accident reports for recording on the Agency's special accident analysis form. Annually a full analysis of accident and injury experience is compiled for review by Agency senior management officials as well as the Agency Safety Committee. We are considering a number of actions which will further streamline and simplify reporting and which will guarantee timely action on post-accident recommendations.

#### VI. SAFETY STANDARDS

Through safety surveys and surveillance we check compliance with pertinent published standards of the Department of Labor, the Department of Transportation, the National Bureau of Standards, the United States Public

Health Service, the National Fire Protection Association, and other nationally recognized professional organizations. Inspection personnel do attend courses offered by the National Safety Council, the Federal Fire Council, and the Department of the Army. The Agency Safety Staff maintains an up-to-date library of publications containing the latest safety standards, specifications, and codes. We expect to provide training and indoctrination so that safety and inspection personnel are continually updated on standards and codes.

## VII. SAFETY COMMITTEE ACTIVITIES

As indicated earlier in this report, an active Agency Safety Committee exists. Its members represent major Agency components, and it meets periodically to review the safety program. Other active committees deal with specialized safety problems of non-Headquarters units and with traffic problems. Additionally, ad hoc groups are constituted when necessary to deal with unique or particular safety matters. One such committee was established during 1969 to study the Agency's fire prevention and protection program.

## VIII. SAFETY INSPECTIONS

Surveys and inspections are conducted by designated safety officers primarily for prevention of accidents, fires, and personnel injuries, and to appraise the safety profile of installations to identify needed improvements. These surveys include a complete physical inspection and review of the facility, observation of its daily operation, examination of equipment and effectiveness of measures used to develop safe operations. Detailed reports are forwarded to responsible officials recommending correction of specific safety, health, and fire hazards. In addition to surveys by professional Safety Staff officers, regular inspections are also conducted by supervisory personnel in operating areas, and these inspections identify any equipment deterioration or changes in working conditions which initiate or increase hazards. Schedules for inspection and testing of fire detection systems have been established and will be maintained. Other inspection schedules are subject to availability of inspection personnel. Emphasis will be directed toward ensuring adequate schedules, timely completion of reports, and timely implementation of inspection recommendations.

Originated:O/S: 9 Oct 69

Rewritten:ADD/S:JWC:es (17 Oct 69)

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Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5

Next 2 Page(s) In Document Exempt

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5

9 OCT 1969

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director for Support  
SUBJECT : Supplemental Report - CIA Safety Program

1. This memorandum suggests action on your part; such action is recommended in paragraph 3.

2. In a memorandum dated 22 August 1969 the Secretary of Labor advised that the President had requested him to submit a supplemental report of actions taken by agencies to ensure the success of their safety programs. Guidelines for the supplemental report were furnished by the Federal Safety Council, Department of Labor.

3. In response to the Secretary's request, the attached letter is prepared for your signature.

[Redacted Signature Box]

Howard J. Osborn  
Director of Security

STAT

Att



**SUBJECT: Supplemental Report - CIA Safety Program**

**CONCURRENCE:**

---

**R. L. Bannerman**  
**Deputy Director**  
**for Support**

---

**Date**

**Distribution:**

**Orig - Adse (Return to OS)**

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**(2) - DD/S w atts**

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Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170014-5

69-4616

Secretary of Labor  
Washington, D. C. 20210

Attn: Federal Safety Council

Dear Sir:

In accordance with your memorandum of 22 August 1969, I am transmitting a supplemental report of the Central Intelligence Agency's safety program. This report was prepared in consonance with the guidelines furnished by the Federal Safety Council.

I wish to assure you of the continued efforts of this Agency toward administering its safety program to ensure that employees work in conditions and areas that are safe and healthful.

Sincerely,

Richard Helms  
Director

Att

**SUBJECT: Supplemental Report - CIA Safety Program**

**ORIGINATOR:**

STAT

Howard J. Osborn  
Director of Security

9 OCT 1969

Date

**CONCURRENCE:**

R. L. Bannerman  
Deputy Director  
for Support

Date

**Distribution:**

- Orig & 1 - Adse w/att
- 1 - Signing Official w/att
- 1 - ER w/att
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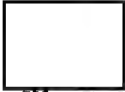
7 OCT 1969

MEMORANDUM FOR: Mr. Bannerman

We now have the annual report prepared by the Office of Security Safety Staff on Agency accidents for Calendar Year 1968. You may wish merely to mention the contents of the attached at a Morning Meeting instead of sending the paper to Colonel White.

The paper contains analyses of incidents reported to the Safety Staff in the following categories: on the job injuries, accidents involving official and quasi-personal motor vehicles resulting in personal injury or property damage, and fires causing damage to Agency property.

In summary, our injury statistics are somewhat better for 1968 than for 1967. We submitted a somewhat larger number of claims to BEC in 1968 and the estimated total cost of claims rose from slightly over \$1,000,000 for 1967 to somewhat over \$1,900,000 for 1968. Costs for other accidents and fires remain essentially level.

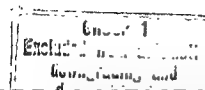
  
John W. Coffey

25X1

Att

Memo dtd 14 Aug 69 for DD/S fr Acting D/S, subj:  
Central Intelligence Agency Accident Analyses - 1968,  
w/Att (DD/S 69-3816)

SECRET



SEP 1969

210-4

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4	C/Pl Sec. Dir	8 SEP 8 1969	[Signature]		
5	C/Security Br.				
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FORM NO. 1-67 237 Use previous editions

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U.S. DEPARTMENT OF LABOR  
FEDERAL SAFETY COUNCIL  
BUREAU OF LABOR STANDARDS  
WASHINGTON, D.C. 20210

DD/S

6-9-4055

AUG 28 1969

Honorable Richard M. Helms  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

The Secretary of Labor, in his letter to you dated August 22, 1969, commented that the annual safety Report to the President and the guidelines for preparing the supplemental report would be forwarded at a later date. They are now available and enclosed herein.

Your cooperation in submitting your supplemental report to the Secretary of Labor, Washington, D. C., Attention: Federal Safety Council, by October 10, 1969 will be appreciated.

If further assistance is needed please contact the Federal Safety Council, 961-3130.

Sincerely,

A handwritten signature in cursive script that reads "Leonard R. Linsenmayer".

Leonard R. Linsenmayer  
Acting Chairman

Enclosures

Distribution:

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① - DD/S Subject

U. S. DEPARTMENT OF LABOR  
F E D E R A L S A F E T Y C O U N C I L  
WASHINGTON, D. C. 20210

MISSION SAFETY-70

AGENCY GUIDE  
for  
REPORT TO THE PRESIDENT

REPORT DUE OCTOBER 10, 1969

PURPOSE

The intent of these guidelines is to provide for a reasonable degree of uniformity among the several agencies in the preparation of their narrative report on the effectiveness of their safety programs. The information provided in these agency reports should be kept brief and will be used to prepare a supplemental Report to the President.

FOREWORD

Your attention is called to the statistical compilations preceding each agency safety program summary in Part II of the July 1969 Report to the President. A review of the Mission SAFETY-70 agency goals suggests that much still remains to be accomplished before the end of 1970, if we are to attain the all-Federal goal of a 5.4 injury frequency rate. It seems imperative for each agency to improve its current "problem recognition-solution" capability. Therefore, these guidelines are so oriented and are intended to portray the theme "Quality Performance Counts."

GENERAL INFORMATION

The annual Report to the President, July 1969, contains 17 recommendations of which 5 pertain to all agencies for individual review and comment; 7 are directed to the Federal Safety Council; and 5 to particular agencies.

These guidelines are specifically keyed to the five recommendations that apply to all departments and agencies.

The particular agencies, namely, the Labor Department, General Services Administration, and the Department of Defense are to include in their respective reports appropriate comments relating to the specifically directed recommendations.

The evaluation of your safety program should not be lengthy nor should it include exhibits. However, it should be sufficiently comprehensive to reflect all program deficiencies (problems), and adequate solutions, in each of the safety program elements selected for review and evaluation. The Guidelines list the safety program elements to be evaluated and are followed by an appendix which contains explanatory lead questions for each of the elements. Regarding Recommendation No. 4, To All Agencies as noted in the Report to the President, include comments under the appropriate program element. Each agency should review its respective safety program evaluation in Part II of the Report to the President and, where applicable include appropriate comments.



SELECT SAFETY PROGRAM ELEMENTS  
FOR  
AGENCY EVALUATION

Agencies should direct their attention to each safety program element in regards to:

1. The problems associated with each element.
2. The solution for each problem.

In preparing your agency report, the three statements that follow are to be answered for each of the safety program elements listed below. The statements are:

1. Briefly explain how each program element is implemented.
2. Describe the specific areas of difficulty (problems) in each program element category.
3. Describe plans for each program element developed to attain the desired effectiveness for improved performance.

Your supplemental report should follow the sequence of safety program elements as presented below. Each of the five recommendations, To All Agencies is accounted for with Recommendation No. 1 considered as the sum total of all program element comments.

It should be noted that exhibits are not to be included. The previous evaluations, reflected in the attached Report to the President, were quite thorough in providing exhibits. Where that report concentrated mainly on organization, the report due October 10, 1969 will concentrate on a "problem-solution" basis.

The program elements for evaluation are:

I. Safety Administration

Pertains to personnel involvements, planning and scheduling, coordination, cooperation, and communications.

II. Safety Training

The teaching of the fundamentals of safety related to the specific work assignments.

Under this element also include appropriate comments regarding Recommendation No. 3, To All Agencies, as noted in the Report to the President.

III. Safety Promotion and Education

The methods and techniques of acquainting the employee with the safety program to promote interest, awareness of hazards, and acceptance of safe practices.

IV. Safety Research and Engineering

Building safety into design, construction, tools, machines, equipment, and their use.

V. Accident Investigation, Analysis, Reporting and Recording

The determining of facts, causes, recommendations, including the documentation and dissemination of such information.

Under this element also include appropriate comments regarding Recommendations No. 2 and No. 5, To All Agencies as noted in the Report to the President. (Submit cause analysis covering last available 12-month period.)

VI. Safety Standards

Compliance with safety rules, regulations, codes, etc., designed to control unsafe acts and unsafe conditions.

VII. Safety Committee Activities

The cooperative action of various groups of people who evaluate and recommend action to solve safety problems.

VIII. Safety Inspections

The determining of unsafe conditions and unsafe practices, including procedures for correction.

IX. Other

Include anything of importance not covered in the above eight elements.

## APPENDIX

### EXPLANATORY LEAD QUESTIONS FOR SAFETY PROGRAM ELEMENTS

The following questions are presented to help illustrate the type of information that might be used in describing the scope of implementing each of the eight basic safety program elements:

#### Safety Administration

1. What are the procedures for establishing, reviewing, and analyzing program objectives?
2. Is there a written safety program? How is it planned and scheduled?
3. Describe the safety responsibilities of the various levels of management.

#### Safety Training

1. How is safety training conducted in order to meet all the needs of the agency?
2. What are the procedures to assure that each employee is thoroughly instructed in the efficient safe method of performing his work?
3. Where attitude problems in the area of safety still remain, how are they resolved?

#### Safety Promotion and Education

1. How is the safety "advertising" program planned in order to accomplish certain objectives?
2. What methods are used to assure that the messages of the safety promotion materials are reaching those for whom it is intended?
3. What are the methods and techniques being used to get the accident prevention story to all employees?

#### Safety Research and Engineering

1. To what extent are engineering revisions being utilized as a remedy for the prevention of accidents?
2. Are reviews of procedures and processes made periodically? Explain.
3. Are appraisals made to eliminate improper mechanical or physical environmental problems such as space, lighting, heating, noise, ventilation, materials, tools, equipment, etc.?

Accident Investigation, Analysis, Reporting and Recording

1. Describe the standard policy for reporting, recording, and investigating accidents.
2. Describe how the findings are reviewed, and evaluated, and used in providing corrective action.
3. What provisions are made to periodically review accident reports to determine trends and by whom?

Safety Standards

1. Describe your procedures that provide for operations and facilities meeting accepted safety standards.
2. Are inspection personnel being constantly trained and familiarizing themselves with safety standards? Explain.
3. Are personnel familiar with United States of America Safety Standards, National Safety Council Safe Practice Pamphlets, National Fire Protection Association Codes, etc.? Explain.

Safety Committee Activities

1. Have committees been formed? At what management levels?
2. Are the meetings planned? Explain.
3. Are they functioning effectively? Explain.

Safety Inspections

1. Describe the various kinds of inspections conducted.
2. Are inspection reports adequate? Explain.
3. Are inspection schedules complied with? Explain.

*Basic*

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TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support	AUG 27 1969	VT
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3	Director of Security		
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Remarks:			
<p>For information and action as required. The additional material mentioned in the last paragraph will be forwarded to you upon receipt.</p>			
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FROM: NAME, ADDRESS AND PHONE NO.		DATE	
Acting EA/Executive Director [redacted]		26 Aug 69	
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GPO : 1968 O - 297-542

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U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

20210

DD/S

69-4322  
69-3977

AUG 22 1969

Honorable Richard M. Helms  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

In a memorandum to me dated July 22, 1969, President Nixon endorsed the recommendations contained in my annual Report to the President on Mission SAFETY-70. Copies of the memorandum and the 17 recommendations are enclosed.

The President also requested me to submit a supplemental report to him by December 1, 1969, of the actions taken by agencies to ensure the success of their accident prevention programs. As you know, the Federal Safety Council was established to meet the need for a governmentwide promotion of accident prevention and to keep me advised of its current status. I am, therefore, directing the Chairman of the Council to develop guidelines to assist agencies in preparing their reports. I have also asked him to render all possible assistance to those agencies requesting help in implementing the recommendations.

The guidelines, along with a copy of the annual Report to the President will be sent you within the next two weeks.

Sincerely,

*George P. Shultz*  
Secretary of Labor

Enclosures

THE WHITE HOUSE

WASHINGTON

July 22, 1969

MEMORANDUM FOR

Honorable George P. Shultz  
Secretary of Labor

I have reviewed the summary evaluation of the Federal agencies' annual report to the President on their programs to safeguard their employees against injuries.

A number of agencies have done a creditable job, others far less well. All need to intensify their accident prevention efforts. Furthermore, the Federal work injury rate is lagging behind the established goal for Mission SAFETY-70.

Therefore, I urge all agencies to study the recommendations contained in this report and implement them as appropriate.

I request that you submit to me by December 1, 1969, a supplemental report of the actions the agencies plan or have taken to ensure the success of their accident prevention programs.

A handwritten signature in dark ink, appearing to read "Richard Nixon", is written in a cursive style.



FEDERAL SAFETY COUNCIL  
WASHINGTON, D.C. 20210

### RECOMMENDATIONS

Excerpted from the Report to the President, July 1969.

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We recognize, in making these recommendations, that effective safety performance in the Federal service necessarily rests with individual agencies. However, by its very nature, the Federal Safety Council can draw upon technical and managerial expertise and successful experience within its member agencies to assist others in need. These recommendations, therefore, are directed first to the agencies, next to the Federal Safety Council, and third, to other agencies which have certain governmentwide responsibilities and competence.

#### To ALL Agencies

1. Each agency should review its safety program in the light of its newly assigned goal and determine the steps necessary to meet it.
2. Each agency should undertake a cause analysis of its disabling injuries and deaths and submit it as part of the annual report to the President on Mission SAFETY-70.
3. Each agency should thoroughly survey its safety training needs either through job analysis or compilations from injury reports and use these surveys to prepare training materials. Each should assign training responsibility either to its safety or general personnel training staffs. Each agency head should assure that safety training is provided. Each should include supervisors as well as employees in the safety training program and provide them with necessary safety materials to meet their responsibilities.
4. Each agency should examine its collective agreements with employee organizations executed under Executive Order 10988 to determine the adequacy of the safety clauses contained therein, and evaluate the effectiveness of their implementation.
5. Each agency's accident reporting system should be based on the USASI Z16.1 standard. Each agency should submit quarterly reports of average employment and reported injuries to the Federal Safety Council and work with the Department of Labor's Bureau of Employees' Compensation to reconcile major discrepancies between its internal reporting and BEC's data.

To the Federal Safety Council

Drawing upon appropriate competence among its member agencies,

1. The Federal Safety Council should issue a model policy statement for use of or adaptation by the agencies.
2. The Federal Safety Council, in cooperation with the Bureau of the Budget and Civil Service Commission, should issue guidelines for safety staff based on agency size and mission. These guidelines should deal with both the number and type of personnel needed, specifically detailing when collateral duty personnel are adequate and when full-time safety professionals should be used.
3. The Federal Safety Council should issue model administrative directives outlining specific procedures for review and analysis of program objectives and goals, and followup procedures for sub-organizational units not achieving prescribed goals. The Federal Safety Council should also distribute directives, organizational plans, inspection checklists, technical bulletins, and other high quality informational materials for use or adaptation by others.
4. The Federal Safety Council should arrange for periodic evaluations of agency safety programs by qualified safety personnel.
5. The Federal Safety Council should provide agencies relying entirely upon collateral duty safety officers with the services of a qualified safety officer to evaluate agency operations and recommend whatever is needed to make the program fully effective.
6. The Federal Safety Council should arrange for more safety training courses by member agency personnel equipped to provide the specific training shown by agency analysis of need to be required to reduce accidents and injuries. It should also distribute training material of high quality from member agencies which is not now available or included in the roster of Interagency Training Programs.
7. The Federal Safety Council should assist agencies in need with the development of prompt, regular, comparable accident reporting and management information systems, and expand current reports to include severity rates, costs, property damage, and cause analysis as fast as is feasible.

To Particular Agencies

1. The Labor Department, through its Bureau of Employees' Compensation, should make available preliminary annual injury statistics by March of each year; develop the Federal Work Injury Facts to include all agencies; and also publish a monthly list of injuries reported to BEC by the agencies.
2. The Labor Department should publish both agency and BEC injury statistics. BEC should work with the agencies to reconcile major discrepancies between its data and their internal reports.
3. The Labor Department should confer with each agency to determine how far down agency organizational levels BEC should assess injury costs to be charged back to agency budgets and thereafter arrange for such breakdowns to be provided to the agencies.
4. The General Services Administration, as the Government's landlord and purchasing agent, should vigorously assist smaller agencies or smaller units of large agencies occupying buildings built or rented under its operational responsibility in maintaining safe physical conditions therein. As most agencies use material and equipment purchased by GSA, it should incorporate the latest safety requirements in its procurement specifications.
5. The Department of Defense, composed of three military departments (Army, Navy, and Air Force) and five agencies, would benefit from overall policy direction and from a coordination of program effort.

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~~SECRET~~

69-3816

14 AUG 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Central Intelligence Agency Accident  
Analyses - 1968

1. This memorandum suggests action on your part; such action is contained in paragraph 3.
2. The Safety Staff has completed analyses of on-the-job injuries to and occupational diseases of Agency employees, accidents involving Agency official and quasi-personal vehicles, accidents involving other equipment, and fires which occurred during 1968. The results of these analyses are included in the attached report.
3. The detailed report of the Central Intelligence Agency's safety program, submitted to the President on 1 November 1968 in compliance with reporting requirements of the Mission Safety-70 Program, advised that an annual comprehensive accident report is prepared for the Director of Central Intelligence. It is, therefore, recommended that you brief the Director of Central Intelligence on the status of accidents and injuries as cited in the attachment. (A summary is contained on page 3.)



Acting Director of Security

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